

Instructions for Applicant Organizations **Provider Capacity Evaluation**

These instructions are intended to assist you in complying with the City of Columbia social services provider capacity evaluation process. To do so, simply follow the steps below.

Step 1: Read these instructions!

Step 2: Respond to the evaluator's request to set a date/time for your site visit.

Step 3: Complete the *External Partnerships* survey.

- A link to the on-line survey will be e-mailed to you by the evaluator.

Step 4: Review the *Questionnaire*.

- These are the questions the evaluator will ask at your site visit... please be prepared to address each question.

Step 5: Review the *Document Review List*.

- These documents will be reviewed by the evaluator at your site visit... as applicable, please compile the documents on the list prior to your site visit.

Please Note: Failure to comply with or complete the provider capacity evaluation will result in proposals being deemed unresponsive, per Section IX. of the *City of Columbia Social Services Funding Policy* and Section 11 of the *City of Columbia RFP for Social Services*.

Contacts

Evaluator	City of Columbia Staff
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Resources

Provider capacity evaluation information and documents can be accessed on the City's Provider Capacity Evaluation web page:

http://www.gocolumbiamo.com/Health/HumanServices/Programs/Social_Service/bccsac_evaluations.php

Please reference Section IX. of the *City of Columbia Social Services Funding Policy* and Section 11 of the *City of Columbia RFP for Social Services* for details regarding the provider capacity evaluation policies and process. These documents can be accessed on the City's social services RFP web page:

http://www.gocolumbiamo.com/Health/HumanServices/Programs/Social_Service/SocialServicesFundingRFPandProcess.php